

Central Intelligence Agency

85-342 1/1



Washington, D.C. 20505

OIS 85-⁶¹⁵~~618~~

28 OCT 1985

70 - 7

Steven Garfinkel
Director, Information Security
Oversight Office (Z)
General Services Administration
18th & F Streets, N.W.
Washington, DC 20405

Dear Mr. Garfinkel:

This is in response to your letter of 23 September 1985 concerning a recommendation from the Department of Army that the Information Security Oversight Office (ISOO) issue cover packets for classified micrographic transparencies as standard forms for Government-wide use. As explained below, standard envelopes for microfiche are available and in use by the Intelligence Community.

A Micrographics Working Group was established by the Director of Central Intelligence (DCI) Intelligence Information Handling Committee (IHC) to develop uniform microfiche standards for intelligence information among members of the Intelligence Community. A representative from the Department of Army participated in the Micrographics Working Group.

Enclosed is a copy of the Working Group report, Standards for Microfiche Copies of Intelligence Documents, which was published in April 1983 and included standards for microfiche envelopes for classified information, collateral as well as compartmented. The envelopes serve as an alert to the fact that the microfiche contained therein is classified and, if appropriate, identifies special handling controls. If the envelopes developed by the Working Group no longer meet the needs of the Department of Army, you may wish to refer them to the Intelligence Information Handling Committee.

As a service to the Community, this Agency supplies the envelopes upon request. If the Department of Army wishes to obtain a supply of standard envelopes, they may do so by contacting:

[Redacted]

STAT

Logistical Support Staff
Printing and Photography Division
Central Intelligence Agency
Washington, DC 20505
Telephone: [Redacted]

STAT

If we can be of any further assistance, please contact

[Redacted]

STAT

Sincerely,

[Redacted]

STAT

Director of Information Services
Directorate of Administration

Enclosure

DDA/OIS/IRMD/IMB [Redacted] :dcw (18 October 1985) OIS 85-0615

STAT

Distribution:

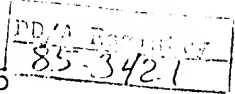
- Original - Addressee
- ✓ 1 - EO/DDA
- 1 - IC Staff attn: C/IHC (BW09 CHB)
- 1 - OIS Chrono
- 1 - OIS Subject
- 1 - IRMD Chrono
- 1 - IMB Chrono
- 1 - IMB Subject
- 1 - EME



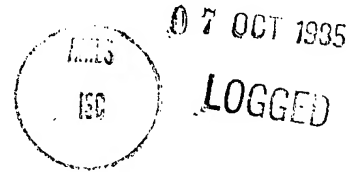
General
Services
Administration

Information Security
Oversight
Office

Washington, DC 20405



September 23, 1985



Mr. Harry E. Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

In July 1985 we received a letter from the Office of the Assistant Chief of Staff for Intelligence, Department of the Army, recommending that the Information Security Oversight Office (ISOO) issue cover packets for classified micrographic transparencies as standard forms for Government-wide use. The Department of the Army, European Division, currently uses these forms to reduce the likelihood of compromise of classified micrographic transparencies and to make them more easily recognizable as classified.

The ISOO makes the initial determination on whether to standardize a security form on the basis of wide applicability and use. Before we decide to act on the Department of the Army's request, we need to know whether other agencies dealing heavily in classified information have a need and use for these types of forms. We enclose the three Army cover packets. Please distribute these to the appropriate officials in your agency with a request that they communicate their views to us either in writing or by telephone no later than October 28, 1985. Calls should be directed either to Ethel R. Theis or Laura Kimberly at 535-7251.

Sincerely,

A handwritten signature in cursive script, reading 'Steven Garfinkel'.

STEVEN GARFINKEL
Director

3 Enclosures

ROUTING AND TRANSMITTAL SLIP		Date
		3 OCTOBER 85
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. DIRECTOR OF INFORMATION SERVICES		
2.		
3.		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1. ACTION

PLEASE RESPOND DIRECT WITH A COPY OF YOUR
 RESPONSE TO THE EXO/DDA, ^{SUSPENSE:} ~~NO LATER THAN~~ 28 OCTOBER
 1985.-

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.
5041-102	IRM 41 (Rev. 7-76)

* U.S.G.P.O.: 1983 - 421-529/320

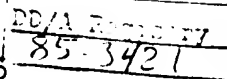
Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT



General Information Security
Services Oversight
Administration Office

Washington, DC 20405



September 23, 1985

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Deputy Director for Administration
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Sincerely,

A handwritten signature in cursive script, reading 'Steven Garfinkel'.

STEVEN GARFINKEL
Director

3 Enclosures

CONTROL NO. _____	CONFIDENTIAL	COPY NO. _____
MICROFORM(S) ENVELOPE <i>(USAREUR Supplement 1 to AR 380-5)</i>		
<p>THIS ENVELOPE IS TO BE USED FOR MICROFORM(S) CONTAINING INFORMATION SUBJECT TO BASIC SECURITY REQUIREMENTS CONTAINED IN AR 380-5, DEPARTMENT OF THE ARMY SECURITY PROGRAM REGULATION. THE UNAUTHORIZED DISCLOSURE OF THE INFORMATION CONTAINED IN THE ENCLOSED MICROFORM(S) COULD REASONABLY BE EXPECTED TO CAUSE DAMAGE TO NATIONAL SECURITY. HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF ENCLOSED MICROFORM(S) WILL BE IN ACCORDANCE WITH POLICIES AND PROCEDURES SET FORTH IN AR 380-5 AND USAREUR SUPPLEMENT 1.</p>		
(THIS ENVELOPE IS UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED MICROFORM(S))		
AE FORM 1 APR 64 3812	CONFIDENTIAL	

Enclosure 1

CONTROL NO. _____	SECRET	COPY NO. _____
MICROFORM(S) ENVELOPE (USAREUR Supplement 1 to AR 380-5)		
<p>THIS ENVELOPE IS TO BE USED FOR MICROFORM(S) CONTAINING INFORMATION SUBJECT TO BASIC SECURITY REQUIREMENTS CONTAINED IN AR 380-5, DEPARTMENT OF THE ARMY SECURITY PROGRAM REGULATION. THE UNAUTHORIZED DISCLOSURE OF THE INFORMATION CONTAINED IN THE ENCLOSED MICROFORM(S) COULD REASONABLY BE EXPECTED TO CAUSE SERIOUS DAMAGE TO NATIONAL SECURITY. HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF ENCLOSED MICROFORM(S) WILL BE IN ACCORDANCE WITH POLICIES AND PROCEDURES SET FORTH IN AR 380-5 AND USAREUR SUPPLEMENT 1.</p>		
(THIS ENVELOPE IS UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED MICROFORM(S))		
AE FORM 3813	SECRET	

Enclosure 2

CONTROL NO. _____	TOP SECRET	COPY NO. _____
MICROFORM(S) ENVELOPE (USAREUR Supplement 1 to AR 380-5)		
<p>THIS ENVELOPE IS TO BE USED FOR MICROFORM(S) CONTAINING INFORMATION SUBJECT TO BASIC SECURITY REQUIREMENTS CONTAINED IN AR 380-5, DEPARTMENT OF THE ARMY SECURITY PROGRAM REGULATION. THE UNAUTHORIZED DISCLOSURE OF THE INFORMATION CONTAINED IN THE ENCLOSED MICROFORM(S) COULD REASONABLY BE EXPECTED TO CAUSE EXCEPTIONALLY GRAVE DAMAGE TO NATIONAL SECURITY. HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF ENCLOSED MICROFORM(S) WILL BE IN ACCORDANCE WITH POLICIES AND PROCEDURES SET FORTH IN AR 380-5 AND USAREUR SUPPLEMENT 1.</p>		
(THIS ENVELOPE IS UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED MICROFORM(S))		
AE FORM 3814	TOP SECRET	

Enclosure 3